



## State Procurement Office

14th Floor Capitol Tower, 600 E Boulevard Ave Dept 012, Bismarck ND  
58505-0310

A Division of the Office of Management & Budget

### Contract Information

<b>Term Contract Name:</b>	Data Processing Stock Forms
<b>Term Contract Number:</b>	038
<b>Contract Period:</b>	11/01/2006 through 10/31/2007
<b>Contract Administrator:</b>	Dillys Bach
<b>Phone Number:</b>	701-400-4589
<b>Fax Number:</b>	701-328-0109

### Contractor Information

<b>Name:</b>	Brown & Saenger 711 West Russell Street PO Box 84040 Sioux Falls, SD 57118-4040
<b>Service Representative:</b>	Lyle D. Dabbert
<b>Toll Free Numbers:</b>	800-952-3509
<b>Telephone Number:</b>	605-336-1960
<b>Fax Number:</b>	605-332-0963
<b>E-mail Address:</b>	<a href="mailto:ldabbert@brown-saenger.com">ldabbert@brown-saenger.com</a>

**Payment Terms:** Payment will normally be made within thirty days after delivery and acceptance of commodities or services under this contract and receipt of a correct invoice. All invoices and payment inquiries must be directed to the Purchasing Agency.

**Purchasing Cards:** The Purchasing Agency may place orders by issuance of a purchase order or may elect to place an order and make payment using a purchasing card. The Contractor will accept a purchasing card without passing the processing fees for the purchase card back to the Purchasing Agency.

**Delivery:** Delivery is required 14 Days ARO (After Receipt of the Purchase Order).

**F.O.B. Point and Freight:** Delivery is to be F.O.B. Destination to the locations anywhere in the State of North Dakota. The freight is to be allowed with a 5 case order. If order is less than 5 cases, freight will be prepaid and added to the invoice. Title will pass to Purchasing Agency upon delivery to the specified destination.

### General Terms and Conditions:

**Title.** Title to items ordered shall not pass to the state until the items are received and accepted by the state. The contractor shall be responsible for any loss prior to the actual receipt of the items by the state or its agent.

**Inspections and Investigations.** The State reserves the right to conduct inspections and investigations related to the commodity or service bid and the vendor submitting the bid, including but not limited to the firm, its facility, personnel, qualifications, and the commodities or and services offered to make determinations regarding compliance with the bid requirements and responsibility of the vendor.

**Material and Workmanship.** All material and workmanship shall be subject to inspection and testing by the state either at: (1) the point of manufacturer, or; (2) place of storage, or; (3) upon

receipt.

**Specific Terms and Conditions:**

**Group 01 – Specifications for Data Processing Stock Forms and Labels**

Data processing stock forms furnished under this section shall be a quality bond grade paper manufactured in accordance with industry standards. Stock forms shall work efficiently in a wide variety of high-speed printers. Stock forms shall be efficiently fed and stacked with minimal operator assistance. The component parts of the forms shall be of such quality, and assembled in such a manner as to provide for efficient usage, with high-speed computer printing equipment. Forms shall be manufactured, packed, and stored in accordance with industry standards to insure suitability for intended usage. All containers with breaks shall be marked and easily identified. Perforations shall be easily burst by machine or hand. All carbonless paper shall be black image. All cartons delivered under this section shall state quantity, size, and general description of contents. Delivery must be made as indicated in the bid proposal. Continuous labels are to be white, fanfold, self-adhesive.

**Pricing, Firm-Fixed with Adjustment Provisions:** The total bid price is to include all discounts and deductions, and is to be less federal and state taxes, for which exemption certificates will be furnished upon request. Pricing shall be firm for the first 12 months of the contract period, after which time the contractor may submit a request for price increase to the Purchasing Agency. Requests for a price increase or decrease must include a copy of the manufacturer's official notice or other evidence that the increase or decrease is applicable to all customers. The State reserves the right to accept or reject, within 30 days, or cancel the contract. The price changes will become effective as set forth in a written amendment to the contract. All shipments are to be billed at prices in effect at the time of the order, not the date the shipment is made.

**Taxes.** The State does not pay sales tax or federal excise tax. The state sales tax exemption number is E-2001. The federal tax-free transaction number is 45-70-0010K.

**Pricing**

**GROUP 01 - STOCK FORMS AND LABELS**

ITEM NO.	SIZE	WEIGHT	STOCK NO.	CASE COUNT	BRAND	PRICE PER THOUSAND	PRICE PER CASE
1.	9.5"X11"	20# White Clean Cut	951047	2700	Weyerhaeuser	7.80	21.06
2.	14-7/8"X 11"	20# .5" Green Bar	141107	2700	Weyerhaeuser	12.25	33.075
3.	14-7/8"X 11"	Std. .5" Green Bar	141109	3500	Weyerhaeuser	10.75	37.625
4.	9.5"X11"	2-Part Std. White Carbonless	951522	1700	Weyerhaeuser	16.98	28.866
5.	9.5"X11"	3-Part White Carbonless	951523	1200	Weyerhaeuser	29.30	35.16
6.	14-7/8" X 11"	2-Part .5" Green Bar Carbonless	141502	1700	Weyerhaeuser	26.90	45.73
7.	14-7/8" X 11"	3-Part .5" Green Bar Std. Weight Carbonless	141503	1200	Weyerhaeuser	44.65	53.58
8.	4"X 15/16"	1-Across	30724	5000	Avery	5.55	27.75

